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Approved For Release 2003/06/10 : CIA-RDP78-04782A000100040036-8

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OFFICE OF THE EXECUTIVE SECRETARY  
DEPARTMENT OF DEFENSE CONCESSIONS COMMITTEE  
Room 2A-944, The Pentagon  
Washington 25, D. C.

18 June 1954

S O L I C I T A T I O N   O F   O F F E R S

Offers will be received for operation of concessions in the Main Navy and Arlington Annex Buildings in accordance with the following:

1. The type of concession will be barber shops.
2. The term of occupancy will be one (1) year from date of entry and if mutually satisfactory will be renewed on a regular three (3) year basis.
3. The space allotted consists of:
  - a. Main Navy Building - 470 square feet (six chairs).
  - b. Arlington Annex Building - 345 square feet (three chairs).
4. Offers will be entertained on the basis of:
  - a. Operation of shop located in Main Navy only.
  - b. Operation of shop located in Arlington Annex only.
  - c. Combined operation of both shops, Main Navy and Arlington Annex Buildings.
5. Concessionaire will be expected to supply his own equipment and fixtures.
6. Normal space requirements of heat, light, and water will be supplied. Requirements above normal will be billed to and paid by the concessionaire.
7. Prices charged for services rendered in the barber shops are set by the Concessions Committee.
8. The space occupied by the concessionaire(s) and facilities therein are subject to inspection at any time by representatives of the agency in charge of concessions. Correction of any deficiencies found will be required of the concessionaire(s).
9. Accounting methods of the concessionaire(s) must be acceptable to the agency in charge of concessions, which agency reserves the right to examine and/or have examined by accountants acceptable to the agency the books and accounts of the concessionaire(s).
10. The right is reserved to accept any offer or to reject any or all offers and/or to negotiate with any offeror or non-offeror without liability to any offeror.

Solicitation of Offers

11. An offer submitted by an individual must be signed by that person; an offer submitted by a partnership must be signed by a general partner thereof; an offer submitted by a corporation must be executed by an officer thereof with certificate of his authority to act for the corporation attested by the secretary under the corporate seal.

12. An offer will be submitted to the Department of Defense Concessions Committee, Room 2A-944, The Pentagon, Washington 25, D. C., in a sealed envelope bearing the name and address of sender with the following legend placed in the lower left margin: "Offer for barber shop concession."

13. Offers submitted must contain the following information as a minimum:

- a. Type of concession for which offer is submitted.
- b. A description of the equipment and fixtures which it is proposed to install.
- c. Consideration offered for the privilege to operate the concessions listed under 4-a, b, and c, above, based on a percentage of monthly net sales.
- d. Statement of general business experience together with a statement of experience in the barber trade.
- e. Statement of membership or non-membership in a trade union.
- f. A balance sheet and statement of earnings for the past three fiscal years of operation.
- g. If not submitted by a going concern and the items in the preceding subparagraph are not available, a statement of assets and liabilities will be furnished.
- h. Name and style of legal entity (individual, partnership or corporation) with address of principal business office.

14. Offers will not be opened publicly but considered by the agency in charge of concessions at a meeting convened subsequent to the closing date stated below. At the time of announcement of the award a list of those who submitted offers will be made available.

Arrangements for inspection of the concession space may be made by telephoning the Executive Secretary, Department of Defense Concessions Committee, Liberty 5-6700, Extension 52295.

Inquiries will be addressed to the Executive Secretary, Department of Defense Concessions Committee, Room 2A-944, The Pentagon, Washington 25, D. C., telephone Liberty 5-6700, Extension 52295.

Solicitation of Offers

OFFERS MUST BE IN THE CONCESSIONS COMMITTEE OFFICE NOT LATER THAN  
12 O'CLOCK NOON, EDT, 19 JULY 1954, IN ORDER TO RECEIVE CONSIDERATION.  
OFFERS RECEIVED AFTER THIS TIME AND DATE WILL BE RETURNED TO THE SENDER  
UNOPENED.

RALPH A. GLATT  
Colonel, Armor  
Executive Secretary  
Department of Defense  
Concessions Committee